

**OFFICE OF THE MAYOR  
CITY AND COUNTY OF HONOLULU**

530 SOUTH KING STREET, ROOM 300 • HONOLULU, HAWAII 96813  
PHONE: (808) 768-4141 • FAX: (808) 768-4242 • INTERNET: [www.honolulu.gov](http://www.honolulu.gov)



KIRK CALDWELL  
MAYOR

EMBER LEE SHINN  
MANAGING DIRECTOR

GEORGETTE T. DEEMER  
DEPUTY MANAGING DIRECTOR

February 5, 2014

The Honorable Ernest Y. Martin  
Chair and Presiding Officer  
and Members  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

RECEIVED  
CITY CLERK  
C & C OF HONOLULU  
2014 FEB - 5 A 10: 32

Dear Chair Martin and Councilmembers:

Pursuant to Section 13-103(b) of the Revised Charter of the City and County of Honolulu, I hereby appoint, subject to confirmation by your Honorable Body, Keone J. Nakoa as a member of the Civil Service Commission. Mr. Nakoa will succeed Virtta E. P. Hite and serve for a term to expire on June 30, 2014. I would appreciate your favorable consideration of Mr. Nakoa's appointment and request adoption by the City Council in the most expedient manner possible.

I have enclosed Mr. Nakoa's personal information form for your review. For any general inquiries you may have regarding this appointment, please contact my executive assistant, Justin Gruenstein, at 768-6603.

Sincerely,

  
Kirk Caldwell  
Mayor

Enclosure

cc: Mr. Keone J. Nakoa  
Department of Human Resources  
Civil Service Commission  
Ethics Commission

CITY AND COUNTY OF HONOLULU  
MAYOR APPOINTMENT / BOARD OR COMMISSION MEMBER  
NOMINATION FORM

1. Position Nominated to: Civil Service Commission
2. Name: Keone John Nakoa  
(First) (Middle) (Last)
3. Are you a citizen of the United States? Yes ☒ No ☐  
Are you a resident of the City and County of Honolulu? Yes ☒ No ☐  
If yes, how long 28 yrs  
Are you a registered voter in the City and County of Honolulu? Yes ☒ No ☐
4. Political affiliation (Civil Service Commission and Liquor Commission nominees only) Independent
5. Occupation: Full-time Student
6. Name and address of employer or firm:  
none
7. Does your employer do any business with the City and County of Honolulu?  
Yes ☐ No ☒ If yes, state the nature of business and approximate dollar amount in the last five years:
8. Do you or does any member of your immediate family hold office or own stock in any firm?  
Yes ☐ No ☒
9. Does the firm do business with the City and County of Honolulu? Yes ☐ No ☒  
If yes, provide details including the name(s) of the firm:
10. Do you have any part-time employment, professional activity, or financial interests other than those indicated in the previous question? Yes ☐ No ☒  
If yes, provide details:
11. Do you foresee any possible conflict between your present work, financial investments, business transactions or any other activity which would be incompatible with the proper discharge of your official duties or hinder you from effectively carrying out the duties for which you have been appointed? Yes ☐ No ☒
12. Are any members of your family employed by the City and County of Honolulu or any attached agency? Yes ☐ No ☒ If yes, please specify the department and division:
13. Are there any incidents in your past that may jeopardize your nomination  
Yes ☐ No ☒

14. Have you ever been convicted of a felony? If yes, provide details:

No.

15. Education:

High School Diploma from Iolani School (2004); Bachelor of Arts in Biological  
Anthropology from Harvard University (2008); enrolled in JD/MBA program at the  
William S. Richardson School of Law and Shidler College of Business at UH-Manoa

16. Provide a summary of major work experience for the last ten (10) years. Begin with your present job including military (attach additional sheets if necessary or resume):

Student Policy Analyst at the Consumer Financial Protection Bureau (Summer 2013);  
Staff member for US Senator Daniel K. Akaka (2008-2013); Substitute Teacher at Iolani  
School (2008)

17. Community activities, etc. (also list any service on any other board or commission Federal, State or County):

Student Bar Association - President (Richardson Law); Ahahui o Hawaii - Alaka'i  
(Richardson Law)

18. Have you ever been a member of a board or commission with the City and County of Honolulu?

Yes ☐ No ☒ If yes, provide name(s) of board/commission:

19. Will you be able to commit to the full term of this appointment? Yes ☒ No ☒

20. Will you be able to commit to meeting dates and times? Yes ☒ No ☐

21. Are you regularly away from Honolulu? Yes ☐ No ☒ If yes, please explain:

22. Are you willing to make a confidential financial disclosure to the city Ethics Commission upon appointment and yearly thereafter? Yes ☒ No ☐

23. What do you understand to be the prime duties of your county appointment?

To sit on the Civil Service Commission to hear appeals to human resource decisions  
made by the City and County of Honolulu. To decide on appeals before the Commission  
with fairness and good judgment. To be present for all meetings on the Commission as  
scheduled on the fourth Tuesday of every week.

The above statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Kerene J. Nelson  
(Signature)

11/21/15  
(Date)

*The completed form and any attachment(s) will be posted by the City Clerk and available on the City's DocuShare Website.*

**Office of the City Clerk**  
CITY AND COUNTY OF HONOLULU  
STATE OF HAWAII

**Certificate**

I, Bernice Mau, City Clerk of the City and County of Honolulu, State of Hawaii do hereby certify that,

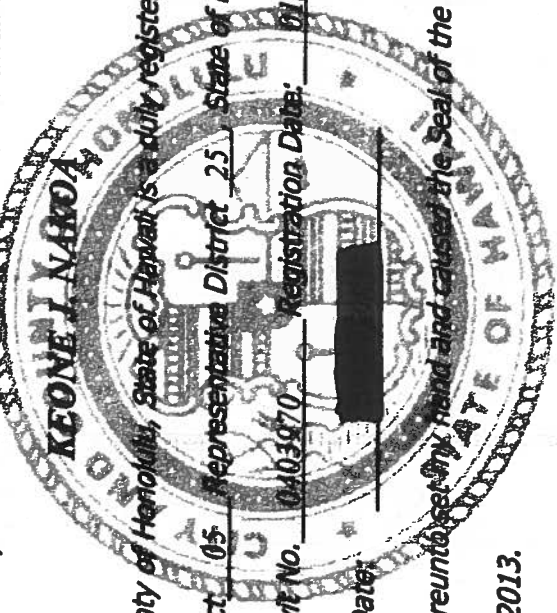
a resident of the City and County of Honolulu, State of Hawaii is a duly registered elector (voter) of the

Precinct 05 Representative District 25 State of Hawaii

Affidavit No. 0403970 Registration Date: 01/09/04

Birth Date: [REDACTED]

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City and County of Honolulu to be affixed this 2 December 2013.



*Keone J. Nakano*

Signature of Elector

*Bernice K. N. Mau*

City Clerk  
City and County of Honolulu  
State of Hawaii